

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 62-01

Subject:

DATE: 10/06/98

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VOLUNTEER SERVICES PROGRAM

1. PURPOSE. This directive promulgates the policies and responsibilities governing the acceptance by the Director, Federal Law Enforcement Training Center (FLETC) , of voluntary services and their subsequent use by the FLETC. Procedures will be provided in the Standard Operating Procedures (SOP) for the Volunteer Services Program.
2. SCOPE. The provisions of this directive apply to all FLETC employees and volunteers involved in the Volunteer Services Program.
3. BACKGROUND. The FLETC's annual Appropriations Act specifically provides the FLETC with the authority to accept voluntary services. Specifically, the Act states that the FLETC volunteer services shall not be solicited. However, the FLETC Director may authorize the establishment of formal programs, which target no particular individual or organization, under which volunteer services may be accepted.
4. REFERENCE.

The FLETC's Annual Appropriations Act.
5. DEFINITION. For the purpose of this directive the term volunteer means:
 - a. to offer or give of one's own accord;
 - b. one who serves or acts of his or her own free will; and,
 - c. one who gives help, does a service, or takes on an obligation voluntarily without expectation of remuneration.
6. POLICIES.
 - a. The Volunteer Coordinator is delegated authority to evaluate and accept voluntary services on behalf of the FLETC. Arrangement for services from specific individuals or organizations may be made only with the express approval of the Volunteer Coordinator, after consideration of any potential conflicts or appearances of conflicts of interest associated with such volunteer arrangements. However, any voluntary service request which raises questions of a real

or apparent conflict of interest, associated with such service, shall be referred to Legal Counsel for review.

b. The Volunteer Services Program is voluntary in nature. Only those divisions who are interested in receiving voluntary services are required to complete the "FLETC Request For Volunteer Assistance and General Work Description" forms, which may be obtained from the Volunteer Coordinator. The Volunteer Coordinator will conduct a needs assessment with divisions who request volunteer assistance.

c. Before voluntary services may be accepted the Volunteer Coordinator will ensure the volunteer has signed the "Agreement For Individual Voluntary Services". The Volunteer Coordinator will maintain the signed forms as part of the volunteer's file.

d. The FLETC cannot accept voluntary services from Federal employees, 31 U.S.C. §1342.

7. RESPONSIBILITIES.

a. Volunteer Coordinator will:

(1) Conduct a needs assessment and establish a data base consisting of general information on the volunteer.

(2) Recruit volunteers.

(3) Receive and screen applications to determine eligibility of prospective volunteers:

(a) Arrange appropriate placement for volunteers;

(b) Analyze whether the volunteer has, or is seeking to obtain, contractual or other business or financial relations with the FLETC;

(c) Analyze whether the volunteer conducts operations or activities that could result in a real or apparent conflict of interest for the FLETC, the Department of the Treasury, and/or the United States; and,

(d) Determine whether the offer to volunteer is, or may appear to be, an attempt to influence official actions.

(4) Coordinate volunteer orientation.

- (5) Refer questionable volunteer requests to Legal Counsel for review.
 - (6) Coordinate placement with appropriate Associate Directors, Assistant Directors, or designee.
 - (7) Meet with appropriate divisional/branch supervisor and review guidelines, responsibilities, and SOP's.
 - (8) Meet with volunteers periodically regarding program developments, assignments and concerns.
 - (9) Conduct exit interviews with volunteers.
 - (10) Perform an overall assessment of the program as related to the FLETC Strategic Organizational Plan. This assessment will be performed within eighteen months of the publication of this directive. AFGE Local 2002 will be provided this assessment.
- b. Manager/Supervisor Responsibilities. Any manager or supervisor who elects to utilize the Volunteer Services Program will:
- (1) Coordinate as necessary with the Volunteer Coordinator to place qualified volunteers.
 - (2) Welcome and introduce each volunteer to the staff in their division.
 - (3) Assign a staff member to properly train the volunteer, and provide advise concerning work performance and expectations.
 - (4) Maintain a file on the volunteer's training, and all special projects performed. Forward a completed file to the Volunteer Coordinator at the end of voluntary services.
 - (5) Evaluate all volunteers prior to their exiting the program. The Volunteer Coordinator will provide the evaluation form to the division.
 - (6) Ensure volunteers maintain a record of their hours worked. The Volunteer Coordinator will provide hourly time sheets to the volunteers.
 - (7) Ensure that divisional employees receive recognition on their job performance appraisal for training, assisting or supervising the volunteer.

(8) Follow the procedures described in the SOP, which will be provided to the FLETC divisional/branch supervisor.

c. Legal Counsel will provide a legal opinion on all volunteer requests referred by the Volunteer Coordinator for conflict of interest and/or ethical concerns.

8. OFFICE OF PRIMARY INTEREST. Office of Planning and Resources, Personnel Division.

W. Ralph Basham
Director